



Accounting Specialist 1

Salary Range: \$51,289 to \$63,686 Annually

Summary

Under the general supervision of the Administrative Manager, the Accounting Specialist 1 is to assist with the day-to-day responsibilities of the Accounting Department, with emphasis on completing Accounts Payable duties, including controlling expenses received, verifying, processing, reconciling invoices and making payments.

Essential Duties and Responsibilities

- Perform Accounts Payable entries.
- Process checks and ACH payments requests and upload both to the bank's positive pay software.
- Post customer payments.
- Match invoices to checks, obtain all signatures for checks, and distribute checks accordingly.
- Audit and process credit card bills.
- Prioritize invoices per discount potential and payment terms.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, and the public.
- Process 1099's at year end.
- Maintain the Purchase Order processing system.
- Maintain files and documentation in accordance with District policy and accepted accounting practices.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Handle calls from the public when other staff are not available.
- Performs other duties as required.

Qualification Requirements

Knowledge of:

- Double entry accounting procedures.
- Reconciling accounts.
- Accounting software and its uses.
- Microsoft Office Suite software
- 10 key by touch.

Ability to:

- Independently manage multiple projects and prioritize tasks.
- Read, write, and communicate effectively.
- Complete work on schedule.
- Handle large amounts of data entry.
- Perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately.

Education and Experience

Education: A High School diploma or equivalent required. Completion of a Bookkeeping/Accounting Certification program preferred.

Experience: None required. One (1) year accounting experience preferred.

Or any combination equivalent to experience and education that could likely provide the desired knowledge and abilities.

Certificates, Licenses, Registrations

Must have a valid Class C or higher driver's license, and a clean DMV report.

Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient coordination and dexterity to operate office equipment.
- Regularly use a telephone for communication.
- Must be able to lift 25 pounds.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inside environmental conditions.
- Inside lighting.
- Noise of an open floor plan.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.

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